

**PROGRAM GUIDE**

**DRS – Interpreter Certification 08-01**

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**FROM: Grady Kickul, DRS Director**

**TO: South Dakota Certified Interpreters**

**SUBJECT: Continuing Education (CEU) Requirements for South Dakota Certified Interpreters**

This Program Guide provides direction for policy to South Dakota Certified Interpreters who are required to obtain continuing education hours for continued eligibility as a South Dakota Certified Interpreter.

## **Overview of the Continuing Education Requirements For South Dakota Certified Interpreters**

South Dakota's Continuing Education obligation is a mandated requirement through which the continued skill development of South Dakota Certified interpreters document their participation and commitment to the field of interpreting. Continuing Education not only identifies their commitment to the field of interpreting but also is a way of ensuring that interpreters maintain their skill level and remain current with developments in the field of interpreting. This will ensure deaf and hard of hearing individuals in South Dakota that a certified interpreter provides quality interpreting services. The integrity and skills of a South Dakota Certified Interpreter requires a commitment to life-long learning.

This requirement of continuing education applies to all South Dakota interpreters including those who register their National Certification, an EIPA registered interpreter or a South Dakota Certified interpreter and South Dakota Provisionally Certified Interpreters. Retention of one's certification is dependent upon successful completion of required continuing education hours.

### **Continuing Education Basic Components:**

1. Provides documentation for state requirements
2. Demonstrates commitment to the profession
3. SD certified interpreters are required to participate in order to maintain their certification.
4. Continuing Education Units (CEUs) – The CEU is a nationally recognized unit of measurement for educational activities that meet established criteria for increasing knowledge and competency. One CEU is equal to ten (10) contact hours of participation in an organized continuing education such as workshops, lectures or conferences, or independent study activities approved by the RID.

5. Maintenance of certification – Certified interpreters who meet all the requirements of the continuing education program retains their certification. All continuing education activities must involve endeavors that exceed the participants' routine employment responsibilities.
6. South Dakota continuing education for an interpreter shall include training in sign language interpreter skills, knowledge of the language and culture of the deaf and professional practices of interpreting. The training shall be provided by one of the following:
  - (1) Interpreter training accredited by a state or national educational accrediting agency;
  - (2) Interpreter training endorsed by EIPA, NAD, or RID; or
  - (3) Interpreter training approved by the department, conducted by a Level V South Dakota certified interpreter, Level V NAD certified interpreter, RID certified interpreter holding a Certificate of Interpretation and Certificate of Transliteration or NIC advanced and master level.
7. Interpreters who register in South Dakota with their National Certification must adhere to all CMP requirements on the national level.

#### **Requirement to maintain your South Dakota or EIPA Certification**

1. South Dakota law requires 125 hours over a 5 year period beginning when the South Dakota Certified interpreter registers initially.
2. South Dakota administrative rule requires that 25 of these continuing education hours be submitted annually with annual registration to ensure that interpreters are continually striving towards their required 125 hours over the 5 year period.
3. These required continuing education hours must be earned within the calendar year prior to the expiration date listed on their current SD certification card.
4. If a South Dakota interpreter earns more than the required 25 continuing education hours in one year, they are allowed to carry additional hours into the next annual registration year. This must be documented when the interpreter applies for annual registration.

#### **To annually register your South Dakota Certification, you must:**

- Submit an annual registration application prior to expiration of your current SD certification.
- Meet the requirements of the continuing education program and provide documentation as outlined above.
- Pay annual registration fees.

#### **Request for Application Review**

It is not the intent of the Department of Human Service to penalize interpreters or lose skilled qualified interpreters in South Dakota who are short 1 or 2 hours of continuing education. If an interpreter fails to submit the required 25 hours during annual registration, the Department of

Human Service has the discretion to review their application based on a good faith effort that the interpreter tried to meet their requirement and will strive to make up the required hours in the upcoming year thereby ensuring that the interpreter will meet the required 125 hours over the 5 year period. The application must demonstrate the following:

- The number of hours the individual is short
- Reason the required amount of hours were not obtained such as:
  - Medical
  - CEU opportunities falling in the wrong time frame
  - Lack of CEU opportunities
  - A sudden unforeseeable event that disrupts the life of the certified member or an immediate family member for a considerable amount of time.
- Submit a study plan identifying how the hours will be obtained in the following year which must be reported to the department quarterly
- The request and accompanying documentation must be submitted prior to the expiration date on your current certification

Simple failure to accrue the required number of CEUs is not an appropriate reason to request an application review

**An application review is intended to be allowed once during the interpreter's 5 year period. The Department may consider more if extraordinary circumstances exist.**

### **Loss of South Dakota Certification**

South Dakota certified interpreters who do not satisfy the required Continuing Education hours or fail to apply for annual registration in a timely manner will lose their South Dakota Certification. They will be required to test on the national level and receive national certification in order to register as a Certified Interpreter in South Dakota.

### **Requirement to maintain your National Certification**

Once an interpreter is nationally certified, members must maintain their certification through continuing education and membership in RID. This is required of all certified members, including RID certified interpreters and transliterators, NIC certified interpreters, NAD certified interpreters and certain interpreters from external organizations under contract with RID.

Individuals who registered with their National Certification are required to adhere to the requirements of the RID CMP program. Further information on their requirements can be found at <http://www.rid.org/education/index.cfm>.

**To annually register your National Certification, you must:**

- Submit an annual registration application prior to expiration of your current SD certification.
- Provide proof of your continued eligibility on the national level by providing a copy of your new RID certification
- Pay annual registration fee of \$35.00

**Requirement to maintain your Provisional Certification**

An individual issued a provisional certificate must register annually by submitting

- An annual registration application prior to expiration of your current SD certification.
- Provide proof of 25 continuing education hours per year
- These required continuing education hours must be earned within the calendar year prior to the expiration date listed on their current SD certification card.
- Provide copies of 8 hours of mentoring per month signed by your mentor
- Pay annual registration fee of \$35.00.

**Loss of Provisional Certification**

Provisionally certified interpreters who do not satisfy the required Continuing Education hours, obtain 8 hours of mentoring per month, and apply for annual registration prior to the expiration date on their current provisional certification will lose their Provisional Certification. They will be required to test on the national level and receive national certification in order to register as a Certified Interpreter in South Dakota.